

Delaware Department of Transportation
Division of Transportation Solutions
Design Guidance Memorandum

Memorandum Number 1-7

1. Road Design Manual 2. Bridge Design Manual 3. Utilities Design Manual
4. Real Estate Manual 5. Standard Specifications 6. Standard Construction
Details

Title: Contract Certification Requirements Effective date: Jan. 1, 2003

Implementation by: X Project Teams, X Bridge, Team Support, X Specifications,
 Utility, Real Estate, X Quality, X DTC, Other Planning, Contract
Administration

I. Purpose:

To require bidders to submit all necessary certifications or qualifications with the bid.

II. Design Guidance:

For the assurance of a quality and timely performance by the contractor, the Department may require certification from the contractor. The certification may be for the contractor or its employees. The Development Project Leader should determine all necessary certifications to be listed in the Special Provisions based on the following guidelines:

- A certification is required on certain major items of work, which cannot be subcontracted. Example: QP1 and QP2 certification on a painting contract.
- A certification involves several levels and the Project Design Engineer needs to specify the level required. Example: Erosion and Sediment Site Reviewer-minor, medium or major.
- A certification is required because of project complexity. Example: American Traffic Safety Services Association (ATSSA) certification.
- Special Certification requested by the Development Project Leader or Contract Administration.

The following certifications are generally not required at the time of bidding: plant certification, material certification, certification by subcontractor or suppliers. For information about plant and material certifications, see Materials Manual in Materials & Research.

The Specification Engineer in consultation with Contract Administration and project personnel has final responsibility for the listing of the required certification on the Special Provisions. Failure by the contractor to comply with the required certification may cause the bid to be irregular or nonresponsive.

III. Justification:

To avoid delays in project construction due to lack of certification from the contractor.

Prepared and /s/ Chao H. Hu Dec. 2, 2002
Recommended by: Assistant Chief Engineer Date

Approved: /s/ Carolann D. Wicks Dec. 7, 2002
Director of Transportation Solutions Date

Distribution:

Transportation Solutions Assistant Directors
Group Engineers and Sections Heads, Transportation Solutions
Consultants
DTC Executive Director
Planning Director
Contract Administration
Director of Technology & Support Services
Chief, Materials and Research